



REQUEST FOR RESULTS 2008-2009

Applications for \$5,000 or Less

First 5 Placer Vision

The First 5 Placer Children and Families Commission believes *all children are our children*; therefore we shall create an environment that supports our children and their families in reaching their full potential.

I. General Information

All funding provided by First 5 – Placer is intended to further the goals in the Commission's 2007-2010 Strategic Plan. Please read the plan so that your proposal will align with the Commission's goals. The plan may be reviewed at www.placer.ca.gov/cfc

To positively impact children prenatal through 5 and their families, applicants are encouraged to think through the important measurable outcomes that will result from your service or project. This application process should be viewed as an opportunity to achieve sustainable outcomes that matter for our children and families; not just another proposal process to fund an annual budget.

II. Funding Level

Applicants may apply for up to a maximum of \$5,000. More than one application may be submitted during the year.

III. General Background About First 5 and Proposition 10

The California Children and Families Act (Proposition 10) is the source of funding for this Request for Results. The intent of the Act is that local Commissions will engage service providers and consumers to achieve outcomes in three areas:

- Improved Family Functioning
- Improved Child Development
- Improved Child Health and Safety

The focus of First 5 funding is on early childhood development. Scientific research and practical experience has established that the emotional, physical and intellectual environment that a child is exposed

to in the first years of life has a lasting impact on how the child's brain, body, and behavior develop. The experiences that infants and toddlers have with respect to parents and caregivers will influence how that child functions when he or she reaches school and later in life.

First 5 – Placer focuses on outcomes for all children in the prenatal through 5-age range, not just children who are “at risk.” Therefore enrichment, and strength-based approaches will have equal importance to the traditional “at risk” strategies.

IV. Eligible Applicants

- Applicants may be a non-profit community-based organization, foundation, faith-based organization, community association or group (including a joint venture with a fiscal sponsor) school, municipality or unit of local government serving Placer County. Fiscal sponsors for non-incorporated groups and/or joint ventures will be accountable for achievement of outcomes.
- A private for profit business that serves the prenatal through 5 population in Placer County may apply with a current business license and compliance with all local, state and federal requirements that may apply.
- First 5 funds are subject to stringent auditing standards. Therefore, to be eligible to receive these funds applicants must have the capacity to implement sound fiscal practices. Annual independent audits performed by a CPA or the Placer County Auditor's Office will be required at the applicant's expense.
- By law, all First 5 funding must be outcome focused. Eligible applicants are those that have the capacity to participate in required First 5 – Placer “Learning Conversations” to review data collected by the applicant to show achievement of outcomes.
- An applicant must not have any record of unsatisfactory performance with previous grant funding. No applicant will be eligible for this funding if it has shown poor business ethics or is otherwise found to be unqualified to receive a funding award under applicable statutes and state First 5 requirements.
- Applicants will be required to provide demographic information on forms provided by First 5 Placer. Additionally, all funded applicants will be required to participate in learning conversations

and also provide information necessary for submission of annual reports to the state.

V. Types of Funding

First 5 - Placer will invest funds as follows:

- One-time Projects
- One-year Programs or Services

VI. General Application Guidelines

Applications will be evaluated by the Commission's Community Resource Committee to determine responsiveness to the Commission's Strategic Plan and the application requirements. Generally, a responsive application is one that:

- Provides services, supports and/or programs for the prenatal through 5 population and their families in Placer County.
- Addresses one Strategic Result Area in the First 5 Placer 2007-2010 Strategic Plan.
- Contains clear outcome statements that describe the conditions and/or behaviors that will exist or be enhanced as a result of activities or services funded by First 5.
- Contains a clear description of the strategies (services/processes) that will achieve the outcomes.
- Contains a reasonable budget that leverages and/or maximizes funds other than First 5 funds and directly supports the achievement of the outcomes.
- Provides for cultural and language appropriate services that reflects the cultural and linguistic diversity of the community served.
- Follows the Application Submission Requirements in Section X.

VII. Application Funding Restrictions

- No funds may be used to supplant federal, state, county or other money available to the applicant. Activities funded under this process must be new or enhancements to existing activities/services. In other words, you may not withdraw funds

currently supporting an activity/service and replace or supplant those funds with First 5 funds.

- Capital assets (i.e., Capital improvements or fixed assets) are not eligible for funding.
- There is no “means test” or income level that children must meet to receive services. All prenatal through 5 children and their families are eligible to receive services regardless of family income. Nor are there any restrictions due to race, color, creed or religion.

VIII. Required Contract Documents

If funding is awarded, applicants will be required to provide the following documents that fit your organization or affiliation before a contract will be approved:

- Current list of your Board of Directors with their names and affiliations.
- For collaborative approaches, letters of commitment or Memorandums of Understanding from key partners outlining specific types and levels of commitment to your proposed activities and anticipated outcomes. These documents must be signed by the organizations leadership to meet this requirement.
- Proof of non-profit status, appropriate business license, and/or fiscal sponsor.
- Copy of your most recent independent CPA audit or audited year-end financial statement.
- Proof of appropriate insurance listing the First 5 – Placer Children and Families Commission as an additional insured will be required at the execution of a contract.

IX. Request For Results Application Time Line

There is no “deadline” for submission of applications. As funding permits, applications may be submitted any time through March 1, 2009.

X. Applications Submission Requirements

Submit one signed original of your application (no binders) and five (5) copies. Applications submitted in folders or binders will not be accepted.

Staple the application in the upper left hand corner. Use standard 8 ½ by 11 paper. Use no less than a 12-point font, single spaced, black ink and page margins no less than 1-inch on all sides.

Applications may be mailed or hand-delivered to the following address:

**First 5 - Placer
379 Nevada Street
Auburn, CA 95603**

No changes, modifications, corrections, or additions may be made to the application once it is received.

Applications that do not comply with the requirements of this Request for Results will not be reviewed. No exceptions will be made.

The Commission may, at its sole discretion, reject any or all applications. The Commission also reserves the right to cancel this Request for Results, at its sole discretion, at any time prior to execution of an agreement or contract.

The Commission shall not be liable for any costs incurred in connection with the preparation of any application submitted in response to this Request for Results.

XI. Commission Funding Decisions

Funding recommendations from the First 5 Community Resource Committee (CRC) will be presented to the Commission for approval. Funding will be awarded contingent upon a favorable recommendation from the CRC and the stipulation that the parties can negotiate a written contract scope of work and budget acceptable to First 5 Placer staff and the Commission.

All First 5 Placer Children and Families Commission decisions relating to this Request for Results process are final.

**Application Cover Sheet
2007-2008 Request for Results
\$5,000 or Less**

Complete all information requested in this cover sheet. Not to exceed **two pages**.

Name of Contact Person:	Name of Organization or Group:
Mailing Address:	E-Mail address:
Phone:	Fax:
Name of Fiscal Agent: (If applicable)	Phone Number for Fiscal Agent:
Amount of Funds Requested:	
<p>This is the only Request for Results application process that will be initiated for the 2008-2009 time period. Indicate the duration of the funding you are requesting in your application:</p> <p><input type="checkbox"/> One Time Project</p> <p><input type="checkbox"/> One-Year Program or Services</p> <p>Project Start Date: _____ Project End Date: _____</p>	
Geographic Areas Served:	
Ages of Children Served (0-5):	
<p>Check the <u>one</u> Strategic Result Area that best describes how your project will benefit children and their families:</p> <p><input type="checkbox"/> Improved Family Functioning</p> <p><input type="checkbox"/> Improved Child Development</p> <p><input type="checkbox"/> Improved Child Health and Safety</p>	

In the box below provide a brief summary of your project.

The undersigned hereby certifies that the funds requested in this application will not supplant any existing revenue sources.

Printed Name of Applicant Authorized Representative:	
Signature:	Date:
Name of Fiscal Agent Authorized Representative:	
Signature:	Date:

End Cover Page – Two pages maximum

Application Format 2008-2009 - \$5,000 or Less

*Do not use anything smaller than a **12-point font** to complete this application. Adhere to the page limit directions. Describe your proposal by answering the following questions using these forms – **No Attachments***

1. **Statement of the opportunity or problem.** Not to exceed **one page**.
 - What existing opportunities and/or problems does your organization propose to address?
2. **Proposed Outcomes.** Not to exceed **one page**.
 - What outcomes (i.e., conditions and/or behaviors) will exist or, be enhanced as a result of the activities or services you provide?
 - How many children will be served directly by this project?
 - If children are served indirectly, how many parents, caregivers or others will you serve? How many children will be served indirectly?
3. **Program Performance Measures.** Not to exceed **one page**.
 - Please list specifically, what qualitative and/or quantitative information (data) you will collect to describe the extent to which your program achieves the proposed outcomes? **List no more than three (3) measures per outcome.**
4. **Proposed Strategies.** Not to exceed **two pages**.
 - List the steps (strategies, services and/or processes) your organization will provide with First 5 funding.
 - Describe how these activities will address your identified problem and/or opportunity and lead to the achievement of your proposed outcomes.
 - Explain the rationale for the strategies you have selected. If your strategy is based on a “best practice or “evidence based practice.” Cite the research and explain why this is the chosen approach.

5. Capacity to Implement the Project. Not to exceed **two pages**.

- Briefly, what is your organization's history or actual experience with this type of project and/or the prenatal through 5 population?
- Describe how you will collaborate, network or interact with other organizations to achieve the proposed outcomes.
- Briefly, what is your organizations staffing capacity to collect and analyze the performance measurement data you will use to gauge achievement of outcomes?

6. Sustainability. Not to exceed **one page**.

First 5 Placer is very clear that it wants to sustain results for our prenatal through 5 population, not just engage in on-going funding processes.

- What approaches will you use to achieve one or more of the sustainability strategies listed in the First 5 – Placer Strategic Plan?
- How will the results you envision be sustained beyond the First 5 Placer investment?

7. Proposed Costs. Use only the format provided.

Applicants must complete a Program Budget and Budget Narrative for the project.

Administrative Costs are limited to 15% of the total budget. Administrative costs are defined as costs that support the general management and administration of the program, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.

Program Costs are defined as costs that are readily assignable to the actual program or service provider (other than evaluation activities) and/or in the execution of direct service provision.

Evaluation Costs are defined as costs incurred in the evaluation of the program, based upon the accountability framework required for reporting to First 5 Placer, and the State First 5.

Budget Format

Line Item	First 5 Funds	Other Funds (including Source)	Total Funds
Administrative Costs:			
Rent			
Maintenance			
Utilities			
Insurance			
Cleaning/Janitorial			
Audit			
Accounting/Fiscal Reporting			
Supplies			
Meetings			
Travel			
Staff Member #1			
Staff Member #2			
Staff Member #3			
Payroll			
Benefits			
Subtotal Administrative Costs:			
Evaluation Costs:			
Staff Member #1			
Staff Member #2			
Staff Member #3			
Learning Conversation Participation			
State Reporting			
Subtotal Evaluation Costs:			
Program Costs:			
Direct Client Services			
Program Outreach & Education or Planning			
Materials and Supplies			
Education and Training			
Client Database Management			
Subtotal Program Costs:			
TOTAL			

Budget Narrative

Use as many pages as necessary to provide a narrative for each line item in your budget. The narrative should include detail that describes what the item is, how the item relates to the project and how the amount shown was arithmetically determined. Address each item in your budget but do not attach any ancillary documents to the narrative.

Whether you are serving children directly or indirectly, include a section in the budget narrative that states your anticipated cost per child served and the formula you used to arrive at that that cost.